

Regional Transportation Commission

Allotments of Fuel Tax

LRDA Number 20071021

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the receipt of money collected via motor fuel taxes.	One (1) fiscal year after an annual audit is completed.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.624	Review for historical value.

Application for Services - Denied, Incomplete or Withdrawn

LRDA Number 20181959

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of applications for RTC services which were denied due to incompleteness, deemed unqualified or ineligible, or were withdrawn by the applicant. Records may include but are not limited to application with supportive documentation, referrals, waiver requests, related correspondence and similar information.	Three (3) calendar years from the date of denial or from the expiration of the validity period of the application.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 239B.030, NAC 239.165 (1)(2)	None.

Money Received and Expended, Reports of

LRDA Number 20071026

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of reports of money received and expended for regional transportation related projects.	One (1) fiscal year after an annual audit is completed.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.624	None

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Paratransit Customer Complaints of Regulatory Noncompliance

LRDA Number 20181957

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents ADA (Title II) complaints of regulatory noncompliance. This series and may include but is not limited to name, address, and phone number of person making complaint, description of the facts that are the subject of the complaint and the requested remedy, name of person responding to complaint, Regional Transportation Commission proposed resolution of complaint, compliance summary reports or lists, correspondence and related records.	Retain records or summary reports of complaints of regulatory noncompliance for five (5) calendar years after final action on the complaint. The complaint forms themselves may be destroyed one (1) calendar year from the date of receipt.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Americans with Disabilities Act (ADA), 49 CFR 27.121, Federal Transit Administration (FTA) ADA Circular 4710.1 Section 12.7.3-Recordkeeping, NRS 603A.040, NAC 239.165 (1)(2)	49 CFR 121(b) Compliance reports. Each recipient shall keep on file for one year all complaints of noncompliance received. A record of all such complaints, which may be in summary form, shall be kept for five years. Each recipient shall keep such other records and submit to the responsible Departmental official or his/her designee timely, complete, and accurate compliance reports at such times, and in such form, and containing such information as the responsible Department official may prescribe. In the case in which a primary recipient extends Federal financial assistance to any other recipient, the other recipient shall also submit compliance reports to the primary recipient so as to enable the primary recipient to prepare its report.

Paratransit Customer Records

LRDA Number 20181956

Description	Minimum Retention Period	Disposition	Legal Citations	Note
The Americans with Disabilities Act of 1990 (ADA) Paratransit Services is a shared-ride, public transportation service for people with disabilities who are functionally unable to independently use Regional Transportation Commission fixed route services. This series may contain but is not limited to customers application for service, in person evaluations, medical professional's verification of disability, functional assessments, referrals, accompanying individual information, reservation records, subscription service records, cancellation and no-show records, unattended passenger forms, Regional Transportation Commission policies, related correspondence, and similar information.	Three (3) calendar years after termination of service or participation by the customer.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	Americans with Disabilities Act (ADA), 49 CFR 37.123, NRS 11.190 (3)(d), NRS 603A.040, NAC 239.165 (1)(2)	None.

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Paratransit Customer Service or Policy Complaints

LRDA Number 20181958

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents paratransit customer service or policy complaints or grievances. Records may include but are not limited to personal information of the person filing the service complaint or grievance, description of the facts that are the subject of the complaint or grievance and the requested remedy, name of person responding to complaint or grievance, conclusions, review of findings if customer is still dissatisfied, Regional Transportation Commission proposed resolution of complaint or grievance, related correspondence and similar records.	Three (3) calendar years after the date of response or resolution.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Americans with Disabilities Act (ADA), Federal Transit Administration (FTA) ADA Circular 4710.1 Section 12.7.3- Recordkeeping, NRS 603A.040, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	Federal Transit Administration (FTA) ADA Circular 4710.1 Section 12.7.3- Recordkeeping: It is important for transit agencies to distinguish between complaints that pertain to the DOT ADA requirements versus complaints about services or policies that do not, even if the complainant has a disability. See Federal Transit Administration (FTA) ADA Circular 4710.1 Section 12.7.3 for examples.

Planning Files (proposed streets, highways or transportation systems)

LRDA Number 20071027

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the planning of regional transportation projects and may include but is not limited to project requests, feasibility studies, preliminary plans, project analysis, cost analysis, related correspondence, and similar documents.	Three (3) fiscal years from completion or termination of a project.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 239C.090, NAC 239.165 (1)(2)	Review for historical value.

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Project Files - Construction

LRDA Number 20071023

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the construction, acquisition and improvement of streets, avenues, boulevards, alleys, highways or other public rights-of-way used for any vehicular traffic, sidewalks, crosswalks, pedestrian rights-of-way, curb cuts, curbs, gutters, culverts, catch basins, drains, sewers, manholes, inlets, outlets, retaining walls, bridges, overpasses, tunnels, underpasses, approaches, sprinkling facilities, artificial lights and lighting equipment, traffic separators, traffic control equipment, and similar structures or equipment. Files may include but are not limited to maps, plans, diagrams, drawings, surveys, engineering and survey notes, detailed specifications, profiles, project descriptions, project applications, design files, acquisition documents, appraisal files, cost reports, construction reports, copies of inspection reports, results of construction tests, environmental impact statements, cost reports, copies of claims, copies of contracts or agreements, bond documents, work orders, legal documents, final or as-built maps and plans, related forms and reports, photographs, correspondence, and similar documents.	Permanent.	This record series may contain confidential or restricted information.	NRS 373.024, NRS 373.028, NRS 239C.090, NRS 239C.210	None.

Project Files - Grants

LRDA Number 20071028

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the dispersal of funds provided by state and/or federal grants through the Department of Transportation.	Three (3) fiscal years from submission of the final expenditure report, or as required by the granting authority, whichever is longer.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	2 CFR 200.333, NAC 239.165 (1)(2)	Review for historical value.

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Project Review Files

LRDA Number 20071029

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series is usually created when a city, county, or developer asks for impact studies and a review of routing requirements for new subdivisions or other developments that will require public transportation.	Three (3) calendar years from the date of review.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d)	Review for historical value.

Property Acquisition Records

LRDA Number 20071597

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the acquisition of real property obtained through eminent domain proceedings for transportation-related projects, and may include but is not limited to public hearing records, findings and determinations, appraisal information, court documents and proceedings, related correspondence, and similar documents.	Permanent.	Portions of this record series may contain confidential or sensitive information.	None	None.

Route Files

LRDA Number 20071596

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the day to day operation, riding volume, problems, for each bus in service, and may be used as possible justification for the creation or elimination of new or existing routes.	Three (3) calendar years from the end of the calendar year to which the files pertain.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Transportation Studies / Plans

LRDA Number 20071598

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of transportation related studies, reports, and plans and may include but is not limited to traffic congestion studies, traffic safety studies, transportation improvement plans, plan conformity studies, rapid transit studies, infrastructure studies, long-range transportation plans, short-range transportation plans, short-range transit plans, strategic plans, special services plans, air quality compliance plans, maintenance and repair studies, customer service summary reports, and similar studies, reports, and plans.	Permanent.	Portions of this record series may contain confidential or restricted information.	NRS 239C.090	None.